

# Welcome...

...to our music family! We are excited to be a part of your musical journey! This informational brochure provides the *Nuts and Bolts*, or the most important information that you need to know to get started with the school year.

To find all of the information, please visit the Music Department Website (<http://www.passagemusic.org>), and view / download the **Music Department Handbook**. We are looking forward to working with you throughout your musical journey!

Musically Yours,  
**Shawn Roberts**, Director of Orchestras  
**Mike Bell**, Director of Bands  
**Valerie Moore**, Assistant Director of Bands  
**Arlisa Powell**, Director of Choirs

## First Steps...

- Visit the **Music Department Website** and download the **Music Department Handbook**
- Visit **Charms Office Assistant** and set-up / verify your Charms Office Account Information.
- Complete the **Membership Agreement Form**, the **Blue Emergency Card**, and the **Instrument Rental Form**
- Band/Orchestra Students: Follow your ensemble's **Instagram Page** - @passagemsorchestra;  
@passagemband
- 7th/8th Graders: Verify your **Google Classroom Account** and visit your class' page

# MUSIC DEPARTMENT NUTS AND BOLTS

## FEES

Fees for the 2018-2019 School Year have been set by NNPS. While students will NEVER be removed from music due to an inability to pay, it is very important to your child's music education that your child's fees are paid. If you cannot pay your fees by September 15th, please contact your child's director to make the appropriate arrangements.

### Band / Orchestra Fees

#### Beginners

- Participation Fee: \$10.00
- Rental Fee: \$35.00
- Polo Shirt Fee: \$15.00

#### Intermediate / Advanced

- Participation Fee: \$10.00
- Rental Fee: \$50.00
- Uniform Cleaning Fee: \$15.00  
*8th Grade Orchestra Only*

### Chorus Fees

- Participation Fee: \$5.00
- Polo Shirt Fee: \$15.00

**Parents: In the Passage Middle School Music Department, we believe the key to success for each and every student musician is the three-way partnership: Musicianship + Three-way Partnership = SUCCESS!**

## BAND / ORCHESTRA GRADING POLICIES

- In-Class Participation: **20%**
- After-School Rehearsals / Projects\*: **10%**
- Playing/Written Tests/Quizzes: **30%**
- Performances: **40%**

## CHORUS GRADING POLICIES

- Participation: **30%**
- Written/Singing Tests/Quizzes: **30%**
- Performances: **40%**

## AT-HOME PRACTICE

All students are expected to practice every evening for as long as necessary to be well prepared for each in-class rehearsal, at a minimum of five nights per week. In addition, minimum practice times are as follows:

- 6th Grade: 20 minutes per night
- 7th Grade: 25 minutes per night
- 8th Grade: 30 minutes per night

Practice records have been discontinued for the upcoming school year. At-home Practice will be assessed through announced and unannounced playing tests/quizzes throughout the year.

## Supplies (needed daily)...

### Band

- ONE INCH SOLID BLACK Binder for Sheet Music
- Sheet Protectors (pack of 20)
- Pencil (no pens, markers, etc.)
- Reeds / Cork Grease (Clarinets / Saxophones)
- Slide / Valve Oil (Brass)
- Sheet Music
- Wire Music Stand for home (optional)

### Orchestra

- ONE INCH SOLID BLACK Binder for Sheet Music
- Pencil (no pens, markers, etc.)
- Wiping Cloth (soft wash cloth)
- Rosin
- Chromatic Tuner (Int./Adv. Students)
- Shoulder Rest (violins/violas)
- Rock Stop (cellos/basses)
- Wire Music Stand for home (optional)

### Chorus

- Chorus Folder with Music
- Pencil

## Charms Office...

If this is your first time logging into Charms Office Assistant, complete the following:

- Go to <http://www.charmsoffice.com>
- Enter the school code: **passagemusic**
- The system will ask you to create a new password, which must be unique from all other student passwords.
- "Old Password" is still your **NNPS ID number**.
- Once in the system, select the **Student Info** icon at the top of the page. Then, select the **Personal Information** button. Make sure all information is accurate and change/add anything as necessary. Please fill in any missing information.
- Please contact your Director if you need help or have any questions!

## CONTACT INFORMATION

**Shawn Roberts, Department Chair  
Orchestra Director**  
(757) 886-7600 (ext. 49203)  
[shawn.roberts@nn.k12.va.us](mailto:shawn.roberts@nn.k12.va.us)

**Mike Bell & Valerie Moore, Band Directors**  
(757) 886-7600 (ext. 49202)  
[michael.bell1@nn.k12.va.us](mailto:michael.bell1@nn.k12.va.us)  
[valerie.moore@nn.k12.va.us](mailto:valerie.moore@nn.k12.va.us)

**Arlisa Powell, Choir Director**  
(757) 886-7600 ext. 49201  
[arlisapowell@nn.k12.va.us](mailto:arlisapowell@nn.k12.va.us)



# Welcome to Music



Add a little bit of body text

*Mary L. Passage  
Middle School*

**DEPARTMENT OF  
MUSIC**